DOCUMENT RESUME

ED 146 360 CE 012 879

TITLE National Apprenticeship and Training Standards for Bricklaying. Revised.
INSTITUTION Manpower Administration (DOL), Washington, D.C. Bureau of Apprenticeship and Training.
PUB DATE 77
NOTE 46p.

EDRS PRICE MF-$0.83 HC-$2.06 Plus Postage.
DESCRIPTORS Admission Criteria; Affirmative Action; *Apprenticeships; *Bricklaying; Labor Legislation; *Labor Standards; Labor Unions; Local Unions; *Occupational Information; Program Administration; Program Development; *Skilled Occupations; Trade and Industrial Education; Vocational Education; Work Experience Programs

ABSTRACT

Developed as a guide for local joint apprenticeship and training committees in establishing local bricklaying apprenticeship programs, this booklet represents the sixth revision of the national apprenticeship and training standards for bricklaying apprenticeship. (The standards were prepared and approved by the National Joint Bricklaying Apprenticeship and Training Committee representing the International Union of Bricklayers and Allied Craftsmen, the Mason Contractors Association of America, and the Associated General Contractors of America, in cooperation with the Bureau of Apprenticeship and Training, U.S. Department of Labor.) Examples of the thirty-one provisions of standards included are the following: Duties of the National Joint Committee, Composition of the Local Joint Committee, Qualifications of Apprenticeship Applicants, Federal Laws and Regulations Affecting the Employment of Apprentices, Selection of Apprentices, Credit for Previous Experience, Training Program for Cleaner, Pointer, and Caulker Apprentices, Certification of Completion, Safety, and Supervision. Appended are a model affirmative action program and listings of Bureau of Apprenticeship and Training regional offices and state and territorial apprenticeship agencies. (TA)

****
* Documents acquired by ERIC include many informal unpublished *
* materials not available from other sources. ERIC makes every effort *
* to obtain the best copy available. Nevertheless, items of marginal *
* reproducibility are often encountered and this affects the quality *
* of the microfiche and hardcopy reproductions ERIC makes available *
* via the ERIC Document Reproduction Service (EDRS). EDRS is not *
* responsible for the quality of the original document. Reproductions *
* supplied by EDRS are the best that can be made from the original. *
****

National Apprenticeship and Training Standards for Bricklaying

U.S. Department of Labor
Ray Marshall, Secretary

Employment and Training Administration
Ernest G. Green
Assistant Secretary for Employment and Training

Bureau of Apprenticeship and Training
1977 (revised)

ED146360

CE 012 879

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
NATIONAL INSTITUTE OF EDUCATION

THIS DOCUMENT HAS BEEN REPRODUCED EXACTLY AS RECEIVED FROM THE PERSON OR ORGANIZATION ORIGINATING IT. POINTS OF VIEW OR OPINIONS STATED DO NOT NECESSARILY REPRESENT OFFICIAL NATIONAL INSTITUTE OF EDUCATION POSITION OR POLICY

U.S. DEPARTMENT OF LABOR
EMPLOYMENT AND TRAINING ADMINISTRATION
WASHINGTON, D.C. 20213

National Joint Bricklaying Apprenticeship
and Training Committee

Gentlemen:

The revised national apprenticeship and training standards, including selection procedures, which were developed as a guide for your local joint apprenticeship and training committees in establishing local apprenticeship programs, have been registered by the Bureau of Apprenticeship and Training, U.S. Department of Labor.

Your work process schedule for cleaner, caulker and pointer will serve as a guide to assist your local joint apprenticeship and training committees in developing programs for this trade.

We appreciate your continued efforts and cooperation to make these national bricklaying apprenticeship and training standards, apprentice selection procedures and affirmative action program effective instruments in the selection, employment, and training of apprentices. This is in keeping with the Secretary of Labor's regulations on equal opportunity in apprenticeship.

Please be assured of the continued assistance of my staff in all matters of apprenticeship and training at the national and local levels.

Sincerely,

HUGH C. MURPHY
Administrator
Bureau of Apprenticeship
and Training

PREFACE

This booklet represents the sixth revision of the national standards for bricklaying apprenticeship. It was jointly prepared and approved by the National Joint Bricklaying Apprenticeship and Training Committee, representing the International Union of Bricklayers and Allied Craftsmen, the Mason Contractors Association of America, and the Associated General Contractors of America, in cooperation with the Bureau of Apprenticeship and Training, U.S. Department of Labor.

Until recently, the training of bricklayers under these formal standards served the industry adequately. However, the postwar years witnessed the introduction of many new competitive materials, and new methods of installation in construction challenged and even supplanted the age-old superiority of masonry construction.

The bricklaying industry has recognized the need for more and better-trained craft workers with the skill, knowledge, and initiative to do a more economical, long-lasting, and precise job. Concurrently, the industry has given the individual craft worker a respect and understanding for the methods and materials that are now being used.

In a continuing effort to advance the science of training practices and techniques, experienced contractors and local unions, through collective bargaining, have developed more beneficial programs to better prepare the apprentice for a lifelong career. In the selection process, contractors and unions have also insured that adequate preparation will result in craft workers who will have the ability to meet further technological changes. These changes are reflected in these revised national standards.

These standards contain as an apprenticeable classification the job of cleaner, pointer, and caulker. This has not eliminated training in the work of cleaner, pointer, and caulker from the total training that is required for the trade of bricklayer.

Also included in the standards are recommendations for the selection and admission of apprentices.

It is hoped that management and labor representatives, members of joint apprenticeship and training committees,

and all others concerned with apprenticeship training in every locality will take full advantage of these complete and up-to-date national standards as a guide in training the youth of our Nation in the bricklaying trade.

CONTENTS

	Page
PREFACE	v
DEVELOPMENT OF STANDARDS	ix
PROVISIONS OF STANDARDS	1
1. Definitions	1
2. The National Joint Apprenticeship and Training Committee	2
3. Duties of the National Joint Committee	3
4. The Local Joint Apprenticeship Committee	3
5. Policy	4
6. Composition of the Local Joint Committee	5
7. Duties of the Local Committee	5
8. Qualifications of Apprenticeship Applicants	7
9. Apprenticeship Agreement	8
10. Responsibilities of Apprentices	8
11. Federal Laws and Regulations Affecting the Employment of Apprentices	9
12. Filing with the Registration Agency	11
13. Cooperating Agencies	11
14. Joint Training Funds	11
15. Probationary Period and Term of Apprenticeship	12
16. Selection of Apprentices	13
17. Credit for Previous Experience	13
18. Advancement of Apprentices	14
19. Apprentices Wages	14
20. Ratio of Apprentices to Journeymen	14
21. Adjustment of Differences and/or Cancellation of Apprenticeship Agreement	14
22. Related Instruction	15
23. Outline of Suggested Related Instruction	15
24. Work Experience for Bricklayer Apprentices	19
25. Training Program for Cleaner, Pointer, and Caulker Apprentices	21
26. Certification of Completion	22
27. Modification of Local Standards	23
28. Rules and Policies	23
29. Safety	23
30. Supervision of Apprentices	23
31. Coordinator of Apprenticeship	24

Page

APPENDIXES
A. Model Affirmative Action Program 25
B. Recommendations for Selection and Admission of Apprentices 29
REGIONAL OFFICES, BUREAU OF APPRENTICESHIP AND TRAINING 35
STATE AND TERRITORIAL APPRENTICESHIP AGENCIES 36

DEVELOPMENT OF STANDARDS[1]

These national standards cover the basic requirements for complete and effective local apprenticeship programs. They are for the guidance of local associations of contractors and local unions in training apprentices to provide the bricklaying branch of the construction industry with much-needed skilled craft workers.

Local joint apprenticeship and training committees should encourage journeymen in the trade to avail themselves of opportunities for improving their skills, to become familiar with newer techniques of bricklaying, and to keep abreast at all times of advancing technology in this field.

The National Joint Bricklaying Apprenticeship and Training Committee would be remiss if it neglected to impress upon all local joint apprenticeship and training committees, and the members of local contractors' associations and bricklaying unions, that they should closely study accident prevention and encourage safe working habits among apprentices.

The committee is currently comprised of the following members:

Representing the International Union of Bricklayers and Allied Craftsmen

Edward M. Bellucci
Thomas F. Murphy
James F. Richardson
Merlin L. Taylor

Alternates
Alfred A. DiRienzo
John M. Doyle

Representing the Associated General Contractors of America

Anthony Grignano
Charles P. McGough
William Weeks

Alternate
Christopher S. Monek

[1]Local application of these national standards in States having recognized apprenticeship councils may require adaptation to meet the standards of apprenticeship in such States. The staffs of the Bureau of Apprenticeship and Training and the State apprenticeship agencies are available to advise on such standards.

Representing the Mason Contractors Association of America

Robert F. Ebeling
Herschel W. Hunt
George A. Miller

Alternate
Richard Felice

Representing the American Institute of Architects

James A. Scheeler

PROVISIONS OF STANDARDS

1. Definitions

a. *Apprentice* shall mean a person at least 17 years of age, and preferably not over 24, who is under written agreement (hereinafter called the "apprenticeship agreement") to work at and learn a trade covered by these standards. The apprenticeship agreement shall be with a local bricklaying joint apprenticeship and training committee acting as agent of the contractor, or with a contractor whose agreement is approved by the local joint committee.

b. *Local committee* shall mean the local joint apprenticeship committee for the bricklaying industry.

c. *Standards* shall mean this entire document.

d. *Affirmative action* shall mean any and all efforts by the local committee to interest, recruit, and accept persons of various ethnic backgrounds into the bricklaying industry. These affirmative actions will differ from one local area to another, depending upon the minority makeup of the given community or communities.

e. *Apprenticeship actions* shall mean those administrative functions that serve to affect the apprentice at entry or completion, or at any point during the term of apprenticeship. These actions shall include, but not be limited to, the following:

Application
Interview
Acceptance or rejection
Selection
Registration
Military service/suspension
Cancellation
Completion

f. *Registration agency* shall mean any State apprenticeship agency recognized by the Bureau of Apprenticeship and Training. If no such recognized agency exists in the State, it shall mean the Bureau of Apprenticeship and Training, U.S. Department of Labor.

2. The National Joint Apprenticeship and Training Committee

The national bricklaying apprenticeship and training program shall be administered by the National Joint Apprenticeship and Training Committee for the Masonry Construction Industry.

In the event that members of the National Joint Apprenticeship and Training Committee cannot mutually agree on the administration of the program, any matter in dispute shall be referred to the sponsoring parties for settlement.

These revised national standards shall supersede all previous registered bricklaying apprenticeship standards.

The National Joint Apprenticeship and Training Committee for the Masonry Construction Industry shall be composed of equal numbers of labor and management representatives—three to be qualified to represent the Mason Contractors Association of America, three to be qualified to represent the Associated General Contractors of America, and six to be qualified to represent the International Union of Bricklayers and Allied Craftsmen.

Members of the committee shall be selected by the groups they represent. Each organization shall be entitled to appoint an appropriate number of alternates who will serve with voice and vote in the absence of the regular member. The committee shall select from its membership (but not both from the same labor or management group represented) a chairperson, a vice chairperson, and a secretary who shall retain voting privileges.

Members of the committee may be removed for cause and replaced by proper action on the part of the organization that they represent. Any officer or committee member may be removed by the sponsoring organization, upon recommendation by majority vote of the committee, for dereliction of duty or misconduct in office. Such a recommendation shall be forwarded in writing to the proper sponsoring organization for action.

Consultants or liaison members may be invited to attend meetings of the committee but shall have no official voice or vote.

For matters related to training other than apprenticeship, the national committee may establish or authorize a joint subcommittee to be similarly constituted and selected.

3. Duties of the National Joint Committee

This committee, in conformity with the national bricklaying apprenticeship and training standards, shall make rules to govern its own operations. The committee shall also recommend requirements concerning the selection, qualifications, education, and training of all apprentices, as well as training of journeymen and others in local programs.

The committee shall meet at least once a year, and on call of the chairperson.

The national committee may employ a qualified person as a full-time training director. The training director shall assume such responsibility and authority for operation of the national apprentice training program as are delegated by the committee.

The national committee shall consider and act on all problems of apprenticeship and training.

The national committee shall recommend such rules and penalties as it deems necessary for the successful operation of training programs.

The national committee shall distribute to the respective employer-employee organizations an annual report covering its work for the preceding year.

The national committee shall call on consultants in the educational, apprenticeship, and technical fields for help and guidance when necessary.

The national committee shall prepare a written policy statement which sets forth the current rules and regulations for the conduct of local programs. Such policy statement shall be subject to revision by the committee.

In addition to the duties outlined above, the national committee shall see that the remaining sections of these standards are enforced.

4. The Local Joint Apprenticeship Committee

Prior to 1963 and the introduction of title 29, Code of Federal Regulations (CFR), part 30, local joint apprenticeship committees needed little more than the printed national standards for bricklaying apprenticeship. As apprenticeship actions increased because of governmental requirements, requests for assistance at the local level tripled during the ensuing years. The following guidelines are offered for the use of local joint apprenticeship committees

throughout the jurisdiction of the International Union of Bricklayers and Allied Craftsmen.

The most significant suggestions are:

a. That apprenticeship may be supported through a training trust fund.

b. That the matters of apprenticeship may be monitored by a full-time training director.

c. That consideration will be given to crediting an individual for previous experience, once that person has completed a prejob-training program.

It should also be noted that, in the definition of an apprentice bricklayer, the age-range requirement is unchanged because the National Joint Apprenticeship Committee was observed that it becomes increasingly difficult for an individual to develop manual dexterity after the age of 24.

Under the heading of educational requirements, an applicant should have completed at least 2 years of high school or its equivalent. Experience has shown that individuals with greater educational attainment have been more successful at the craft and have moved with relative ease into supervisory positions and, many times, self-employment.

Local joint apprenticeship committees that adopt these recommendations should make certain that the practices contained herein do not conflict with applicable State law. Under these standards the local apprenticeship committee is established as a permanent policymaking body operating within the limits of the national bricklaying joint apprenticeship standards.

5. Policy

The bricklaying apprenticeship and training program shall be administered by the local joint apprenticeship and training committee for the masonry construction industry and all apprentices shall conform to the local standards.

The area that local standards cover shall be the area set forth in the local labor agreement.

All parties operating under local standards shall refer all apprenticeship problems to the local joint committee for action and disposal before action is reported to the sponsoring organizations.

In the event the employer and employee representatives

of the local committee cannot agree on the administration of the program, any matter in dispute shall be referred to the National Joint Apprenticeship Committee for settlement.

Local revised standards shall supersede all previous bricklaying apprenticeship standards. Copies of all revisions shall be forwarded to the registration agency concerned for approval. Apprenticeship agreements in force under previous standards shall remain in force unless changed by consent of the parties to the agreements.

6. Composition of the Local Joint Committee

Each local joint apprenticeship and training committee for the masonry construction industry shall be composed of equal numbers of labor and management representatives.

Members of the committee shall be selected by the groups they represent. The term of office shall be for a minimum of 1 year and a maximum of 2 years. The term of one employer representative and one union representative shall expire each year, with vacancies to be filled in the same manner as the original appointments were made. A committee member may succeed himself or herself. The committee shall select from its membership (but not both from the same labor or management group represented) a chairperson and a secretary who shall retain voting privileges.

Members of the committee may be removed for cause and replaced by proper action on the part of the organization which they represent. Any officer or committee member may be removed by the sponsoring organization upon recommendation by majority vote of the committee for dereliction of duty or misconduct in office. Such a recommendation shall be forwarded in writing to the proper sponsoring organization for action.

Consultants may be invited to attend meetings of the committee but shall have no official voice or vote.

The committee may establish or authorize a joint subcommittee to be similarly constituted and selected, for training other than apprenticeship.

7. Duties of the Local Committee

a. Each local committee, in conformity with these standards and the local bargaining agreement, shall make local rules to govern its own operations. The committee shall also establish requirements governing the selection,

qualifications, education, and training of all apprentices, as well as training of journeymen and others.

b. All funds for the operation of the apprenticeship and training program shall be held in a trust fund. The committee shall initiate and certify all expenditures to the trustees of the trust fund; or, alternatively, the committee members shall serve as the trustees of the trust fund.

c. The committee shall meet at least once a month, and on call of the chairperson.

d. The committee shall determine the number of apprentices needed to keep its area supplied with qualified journeyman bricklayers.

e. The committee may employ a qualified person as a full-time training director. The training director shall assume such responsibility and authority for operation of the apprentice training program as are delegated by the committee.

f. The committee shall determine the adequacy of each employer to give an apprentice the necessary training.

g. The committee shall attempt to provide for the reasonably continuous employment of each apprentice. The committee shall also provide for participation of each apprentice in an approved schedule of work experience through employment supplemented by a minimum of 144 hours[2] per year of related instruction away from the job during each year of apprenticeship. This schedule shall be registered with the registration agency. The committee shall also see that each apprentice receives the minimum amounts of related instruction and on-the-job experience as outlined in these standards.

h. The committee, which sponsors the apprentice, is not obligated actually to employ the apprentice, but shall make every effort to keep the apprentice employed in a reasonably continuous manner and adequately instructed.

i. In order to provide diversity of training and work opportunities, the committee shall have full power to act on matters pertaining to the transfer of apprentices from one job or shop to another. All transfers and assignments for work shall be issued by the committee through the referral office, as set forth in the local bar-

[2]There may be fewer than 144 hours of related instruction per year in those programs with comprehensive prejob-training segments.

gaining agreement.

j. The committee shall select for training as apprentices those applicants who best qualify under these standards, regardless of race, religion, color, national origin, or sex. Model selection procedures are included in these standards as appendix B.

k. The committee shall see that all apprentices are registered withe appropriate registration agency before they are employed.

l. The committee shall keep complete and accurate records on each apprentice.

m. The committee shall consider and act on all problems of apprenticeship and training.

n. The committee shall set such rules and penalties as it deems necessary for the successful operation of the training program.

o. The committee shall keep informed of and consider all violations of its rules and the apprenticeship agreement, and shall make such rulings as it deems necessary in each individual case.

p. The committee shall make an annual report to the respective employer-employee organization covering its work for the preceding year.

q. The committee shall call on consultants in the educational, apprenticeship, and technical fields for help and guidance when deemed necessary.

r. The committee shall prepare a written policy statement which sets forth the current rules and regulations for the conduct of the local program. Such policy statement shall be subject to revision by the committee.

s. In addition to the duties outlined above, it shall be considered the duty of the committee to see that the remaining sections of these standards are enforced.

8. Qualifications of Apprenticeship Applicants

Applicants not previously connected with the trade shall be between the ages of 17 and 24, physically fit, and should have completed at least 2 years of high school or its equivalent. Local programs wishing to indenture 17 year olds should make certain that this practice does not conflict with State or local laws and applicable insurance regu-

lations. Exceptions to the maximum age limit can be made for honorably discharged veterans. In such cases, the age of the veteran shall be considered to be his or her present age less the number of years he or she has served in the armed forces (maximum 4 years). Applicants shall submit the following information to the committee along with their applications:

Birth certificate or other reliable information on date of birth.

An appropriate record of scholastic and other training.

Evidence of a qualifying grade on an appropriate test that may be prescribed by the committee.

A physical examination record or other satisfactory evidence of physical fitness.

9. Apprenticeship Agreement

After applicants for apprenticeship have been selected, and before being given employment as apprentices or enrolled in related instruction classes, they shall be indentured to the apprenticeship committee and shall sign apprenticeship agreements with the committee. (For applicants who are minors, their parents or guardians shall cosign the agreement.) The agreement shall then be registered with the registration agency. The provisions of this agreement shall be as in the sample agreement[3] attached to and made a part of these standards. These standards shall likewise be considered a part of the apprenticeship agreement.

Each selected applicant shall be given an opportunity to study these standards, the committee policies, and the apprenticeship indenture before signing the agreement. Three copies of the agreement shall be made: one each for the apprentice, the committee, and the registration agency.

10. Responsibilities of Apprentices

The local joint apprenticeship and training committee should impress upon all indentured apprentices that in signing the apprenticeship agreement they have voluntarily

[3]Some State apprenticeship agencies require the use of their own apprenticeship agreement forms. In such instances, the agreement forms may be obtained from the staff of the State agency or the Bureau of Apprenticeship and Training.

agreed to abide by the provisions of the local standards, and inform the apprentices of their responsibilities and obligations, as follows:

a. To perform diligently and faithfully the work of the trade and other pertinent duties as assigned by the contractor in accordance with the provisions of the standards.

b. To respect the property of the contractor and abide by the working rules and regulations of the contractor and the local joint committee.

c. To attend regularly and complete satisfactorily the required hours of instruction in subjects related to the trade, as provided under the local standards.

d. To maintain such records of work experience and training received on the job and in related instruction, as may be required by the local joint committee.

e. To develop safe working habits and conduct themselves in such manner as to assure their own safety and that of their coworkers.

f. To work for the contractor to whom assigned to the completion of the apprenticeship, unless the apprentice is reassigned to another contractor or the agreement is terminated by the local joint committee.

g. To conduct themselves at all times in a creditable, ethical, and moral manner, realizing that much time, money, and effort are spent to afford them an opportunity to become skilled craft workers.

11. Federal Laws and Regulations Affecting the Employment of Apprentices

a. *Wage Determination Regulations (federally financed and assisted construction).*—The Secretary of Labor, through the Wage-Hour Administrator of the U.S. Department of Labor, predetermines the prevailing wages for construction mechanics and laborers employed on Federal or federally assisted construction projects. (Details of these regulations will be found in parts 1 and 5, title 29, subtitle A, Code of Federal Regulations, covering labor standards provisions applicable to public contracts.)

Local joint apprenticeship committees should advise all contractors participating in the local apprenticeship program that, in case they are awarded a contract for a federally financed or assisted construction project, their

apprentices must be employed under a bona fide apprenticeship program registered with a State apprenticeship agency recognized by the Bureau of Apprenticeship and Training, U.S. Department of Labor; or if no such recognized agency exists in the State, with the Bureau of Apprenticeship and Training, U.S. Department of Labor; and further, that apprentices so employed must be individually registered with the appropriate registration agency.

The contractor must present written evidence of such registration, including evidence of the established ratios and wage rates applicable in the project area, to the contracting officer for acceptance.

b. *Wage and Hour Regulations (Ruling Concerning Payment for Time Spent by Apprentices in Related Instruction).*—The Fair Labor Standards Act requires that each employee not specifically exempted, who is engaged in interstate commerce or in the production of goods for such commerce, receive the statutory minimum wage; and that no employee (including an apprentice) may be employed for more than 40 hours a week without receiving at least time and one-half of the employee's regular rate of pay for the overtime hours.

As an enforcement policy, time spent in an organized program of related supplemental instruction by apprentices working under bona fide apprenticeship programs may be excluded from working time if the following criteria are met: (1) The apprentice is employed under a written apprenticeship agreement or program which substantially meets the basic standards of the Bureau of Apprenticeship and Training, U.S. Department of Labor; and (2) such time does not involve production work or performance of the apprentice's regular duties. If the above criteria are met, the time spent in such related supplemental training shall not be counted as hours worked unless the written agreement specifically provides that it is hours worked.

The mere payment or agreement to pay for time spent in related instruction does not constitute an agreement that such time is hours worked.

c. *Employment Retirement Income Security Act of 1974 (ERISA).*—The operation of jointly trusted apprenticeship and training funds falls within the authority of the Em-

ployment Retirement Income Security Act of 1974 and at this writing must maintain the reporting requirements as set forth by the Secretary of Labor and recorded in the Federal Register on May 13, 1975.

12. Filing with the Registration Agency

As soon as the local apprenticeship standards have been developed and approved by the sponsoring local groups, the local joint committee shall file a copy with the registration agency. The joint committee shall furnish the registration agency with any additional information required by Federal or State laws or regulations affecting apprentices. The joint committee shall also register a copy of each apprenticeship agreement with the registration agency.

13. Cooperating Agencies

Local joint apprenticeship committees may obtain assistance in the formulation and administration of apprenticeship programs from the following sources:

Associated General Contractors of America, 1957 E Street, NW., Washington, D.C. 20006

International Union of Bricklayers and Allied Craftsmen, 815 15th Street, NW., Washington, D.C. 20005

Mason Contractors Association of America, 208 South LaSalle Street, Chicago, Illinois 60604

Bureau of Apprenticeship and Training, U.S. Department of Labor, Washington, D.C. 20213

State apprenticeship councils, State labor departments, or State industrial commissions

Division of Vocational Education, U.S. Office of Education, Department of Health, Education, and Welfare, which administers and supervises Federal funds appropriated for apportionment among the States for vocational education. Assistance may also be received from State and local boards of vocational education.

14. Joint Training Funds

a. *Legality of Training Funds.*—Training funds for use in defraying the cost of apprenticeship or other training programs to which employers contribute are authorized under the Labor-Management Reporting and Disclosure Act of 1959, which amends section 302 of the Labor-

Management Relations Act of 1947. Such funds must be established in the form of a trust; the trustees must be equally representative of the employers and employees (this may be the joint apprenticeship committee); and the basis on which payments to the trust are to be made must be detailed in a written agreement with the employer, including provision for an annual audit of the trust. Those persons (trustees) responsible for the custody or control of the trust funds must be bonded.

Where a trust is established, a clause should be included in the trust agreement to the effect that: (1) The trusteeship is a nonprofit organization; (2) no part of the net earnings will inure to any private individual or member; and (3) in the event of dissolution of the trust, the accrued moneys and other assets will be disposed of in the manner set forth. The disposition of these funds must be handled in accordance with the act.

b. *Tax-Exempt Status of the Trust.*—Training trust funds are considered to be tax exempt by the Internal Revenue Service (IRS) under section 501(c)5 of the Internal Revenue Code of 1954. To obtain this exemption, the trustees must file form 1024 with the appropriate district director of the IRS. In submitting form 1024, include with it a copy of the trust agreement and apprenticeship program. After the tax-exempt status of the trust has been determined, each year thereafter the trustees shall make a return on form 990 in order to maintain this exemption.

Employer contributions to the training trust fund are deductible as ordinary and necessary expenses in the conduct of a business under section 162(a) of the Internal Revenue Code.

A local committee should guarantee that compliance with the Employment Retirement Security Act of 1974 is carried out by the responsible representatives of trustees of any apprenticeship and training fund. Such procedures are outlined under item 11, paragraph c.

15. Probationary Period and Term of Apprenticeship

The first 6 months of employment after the signing of the agreement shall be a probationary period. During this period, the apprenticeship agreement may be canceled by either party without the formality of a hearing. After the probationary period, the agreement may be canceled by the

local committee when adequate cause has been shown and all parties to the agreement have had an opportunity to be heard. The registration agency shall be notified of such cancellations.

Before the end of the probationary period, the committee shall make a thorough review of the apprentice's ability and development. Action must be taken on each probationary apprentice to end the probation or cancel the agreement. All interested parties shall be notified of such action.

The normal term of apprenticeship shall be approximately 4,500 hours of employment, and may require more than 3 years to complete in view of possible employment lapses. The term of apprenticeship shall be divided into six periods of advancement of 6 months each. Advancement to the next period shall be subject to satisfactory progress on the job and in related instruction.

As a subgrouping in the umbrella of the bricklayers' national standards, it is recognized that where an individual elects to specialize in the category of cleaner, pointer, and caulker the recognized term for registration shall be a minimum of 2,500 hours.

16. Selection of Apprentices

The recruitment, selection, employment, and training of apprentices during their apprenticeship shall be without discrimination because of race, color, religion, national origin, or sex. The sponsor will take affirmative action to provide equal opportunity in apprenticeship and will operate this apprenticeship program as required under applicable law and regulations issued thereunder.

The committee shall adopt a procedure for the selection of apprentices, which shall be attached to, and made part of, the local standards. (See appendix B.)

The committee shall adopt an affirmative action plan, which shall be attached to, and made part of, the local standards. (See appendix A.)

17. Credit for Previous Experience

Applicants with previous experience in masonry can ask for and have such experience evaluated by the committee at the time they make application or before they sign an agreement. Where such experience warrants, the committee will place apprentices in the appropriate period, and such

advanced credit shall be subject to review prior to their next advancement.

Apprentices who receive credit for previous experience shall be paid the wage rate for the period to which such credit advances them.

18. Advancement of Apprentices

At the end of each 6-month period of employment the committee shall examine the progress of the apprentice on the job and in related instruction. Action must be taken on each apprentice to approve advancement, extend present rating for a specified probationary period, or cancel the apprenticeship agreement.

19. Apprentice Wages

Apprentices shall be employed on a stipulated hourly wage basis, as provided in the collective bargaining agreement. A wage schedule for apprentices shall be included in the local program and should be stated as a percentage of the journeyman rate and provide for six periods of 6 months of employment each. Increases shall be subject to satisfactory progress on the job and in related instruction.

20. Ratio of Apprentices to Journeymen

The ratio of apprentices to journeymen shall be established in accordance with the current labor agreement. Each local program shall include an addendum to the local standards stating this ratio.

21. Adjustment of Differences and/or Cancellation of Apprenticeship Agreement

The committee shall act on all differences pertaining to apprenticeship.

The committee may cancel the apprenticeship agreement and remove the apprentice from the apprenticeship program for cause. Such removal by the committee shall cancel both the person's classification as apprentice and the opportunity to complete the training.

With written approval from the committee, any apprentice shall have the right to appear before the committee.

The apprenticeship agreement may also be canceled by mutual consent of all parties to the indenture.

The registration agency shall be notified of all appren-

tice cancellations and suspensions.

22. Related Instruction

Each apprentice shall be required to take related instruction away from the job for a minimum of 144 hours per year, each year of the apprenticeship.

The committee shall secure competent instructors, whose knowledges, experiences, and abilities to each have been carefully examined. The qualifications for an instructor should be in accordance with the State plan for vocational education for trade and industrial instructors. When possible, the instructors should take such teacher training courses as are available.

The committee shall secure such course material and equipment as may be necessary.

The instructors shall give periodic examinations and report the results to the committee so that apprentices' progress may be checked and corrective measures applied where necessary.

23. Outline of Suggested Related Instruction Course

The following is a suggested course outline of related instruction to supplement on-the-job training and the work processes recommended as necessary for a 4,500-hour bricklayer apprenticeship program and a 3,000-hour program for the job of cleaner, pointer, and caulker.

Where it is impractical to establish related instruction classes, this subject material may be covered in correspondence courses or other independent study courses of equivalent value.

This suggested course outline covers major categories in the trade of bricklaying and is adaptable to local conditions. If the program is for a longer period, this schedule can be easily expanded to cover the needs of the local program.

First and Second Years

I. Masonry Material

1. Masonry Units
History, description, manufacture, classification, types, special units, structural characteristics, physical properties, color, texture, and uses for:
(a) Clay and shale brick

(b) Fire brick
(c) Sandlime brick
(d) Concrete masonry units
(e) Tile (structural and facing)
(f) Stone (granite, limestone, sandstone, marble)
(g) Acid brick
(h) Glass block
(i) Terra cotta

2. Mortar
Properties, description, uses, workability, water retentiveness, bond, durability, and admixtures for:
(a) Hydrated lime
(b) Cement lime
(c) Cement mortar
(d) Prepared masonry cement mortar
(e) Special mortars for:
(1) Fire brick
(2) Glass block
(3) Acid brick
(4) Stone (granite, limestone, sandstone, marble)

3. Sand
Classification, description, selection, tests, types, and uses

II. Tools and Equipment
Use, care, operation, and safe practices for:
1. Brick trowel
2. Brick hammer, blocking chisels, 6-foot rules, levels, and jointing tools
3. Story pole and spacing rule
4. Stone setting:
(a) Woodwedges
(b) Setting tools
(c) Caulking gun
(d) Chain hoists
(e) Cranes
(f) Hangers

5. Accessories:
(a) Wall ties
(b) Expansion strips
(c) Clip angles
(d) Nailing blocks
(e) Reinforced steel for grouted walls and lintels

(f) Steel and precast lintels
(g) Flashing materials
(h) Anchor bolts
(i) Steel bearing plates

6. Welding Equipment

III. Trade Arithmetic

1. Review of the fundamental operations of arithmetic including:
   (a) Fractions
   (b) Decimals
   (c) Conversions
   (d) Weights
   (e) Measures
2. Reading the rule:
   (a) 6-foot rule
   (b) Spacing rule

IV. Plan, Blueprint Reading, and Trade Sketching

1. Fundamentals of plan and blueprint reading:
   (a) Types of plans
   (b) Kinds of plans
   (c) Conventions
   (d) Symbols
   (e) Scale representation
   (f) Dimensions
2. Trade Sketching:
   (a) Tools (types)
   (b) Straight-line sketching
   (c) Circles and arcs
   (d) Making a working sketch

V. Construction Details

1. Trade terms, motion study, bonds (structural and pattern), laying of units, joints, etc., for:
   (a) Walls
   (b) Footings
   (c) Pilasters, columns, and piers
   (d) Chases
   (e) Recesses (corbelling)
   (f) Chimneys and fireplaces
2. Cleaning, caulking, and pointing
3. Reinforced masonry lintels

VI. Shop Practices
1. Spreading mortar
2. Laying bricks to line (building inside and outside corners for a 4-, 8-, and 12-inch wall)
3. Layout and erect:
(a) Walls and corners with:
(1) Flemish and Dutch bond
(2) Tile backing
(3) Pilasters and chase
(4) A cavity
(5) Reinforced grouted brick
(b) Brick piers
(c) Chimneys (single and double flues)
4. Setting sills, copings, and quoins

VII. Safety

Third Year

I. Tools and Equipment
Use, care, operation, and safe practices for:
(a) Builder's level and transit
(b) Frames, beams, lintels, and rods
(c) Welding equipment

II. Blueprint Reading
1. Specifications
2. Job layout
3. Shop drawings
4. Modular measure

III. Construction Details
1. Arch construction
2. Modular masonry
3. Firebox construction
4. Layout of story poles and batter boards

IV. Estimating
1. Mortar
2. Masonry units (modular and nonmodular types)
3. Concrete footings

V. Shop Practice
Layout and erect:
(a) Reinforced masonry lintels
(b) Story pole and batter boards
(c) Fireplaces (with and without steel fireplace forms)
(d) Project with glazed tile leads and panels
(e) Project with marble or granite setting, adhesive terra cotta, glass block
(f) Modular wall
(g) Circular corner

VI. Prefabricated Masonry Panels
1. Layout
2. Assembly
3. Welding and erection
4. Installation
5. Caulking, pointing, and cleaning

VII. Application of Insulating Materials for Masonry Walls
1. Theory
2. Care and preparation of area
3. Types of application

VIII. Safety
1. Valid safety certificate
2. Valid first aid certificate

24. Work Experience for Bricklayer Apprentices

In order that the apprentices may acquire the necessary skills of the trade in its various categories, they shall be provided (as nearly as possible) with employment in the following categories and amounts:

	Approximate hours
a. Laying of masonry units	3,000
b. Laying of stone	450
(1) Cutting and setting of rubblework or stonework	
(2) Setting of cut-stone trimmings	
(3) Butting ashlar	
c. Pointing, cleaning, and caulking	150
(1) Pointing brick and stone, cutting and raking joints	

(2) Cleaning stone, brick, and tile (water, acid, sandblast)
(3) Caulking stone, brick, and glass block

d. Installation of building units 525
(1) Tile cutting and setting
(2) Cutting, setting, and pointing of special masonry units
(3) Blockarching
(4) Mixing mortar, cement, and patent mortar; spreading mortar; bonding and tying
(5) Building footings and foundations
(6) Plain exterior brickwork (straight wall work, backing up brickwork)
(7) Building arches, groins, columns, piers, and corners
(8) Planning and building chimneys, fireplaces and flues, and floors and stairs
(9) Building masonry panels

e. Fireproofing 225
(1) Building party walls (partition tile, gypsum blocks, glazed tile)
(2) Standardized firebrick
(3) Specialities

f. Care and use of tools and equipment 150
(1) Trowels
(2) Brickhammer
(3) Plumb rule
(4) Scaffolds
(5) Cutting saws
(6) Welding equipment

Total 4,500

All such work shall be performed under the supervision of a journeyman. Supervision should not be of such nature as to prevent the development of responsibility and initiative.

An employer who is to train apprentices shall meet the qualifying requirements as set forth in the local bargaining agreement and shall be able to provide the necessary work experience for training.

25. Training Program for Cleaner, Pointer, and Caulker Apprentices

The term of apprenticeship for cleaner, pointer, and caulker apprentices shall be a minimum of 2,500 and a maximum of 3,000 hours (not less than 1 year) of reasonably continuous employment and training on the job, supplemented by the required hours of related technical instruction.

The number of apprentices should not at any time exceed a ratio of one apprentice to each journeyman for the first apprentice and one apprentice to each three journeymen thereafter, of the local union, or unions party to these apprenticeship standards.

Employers desiring to employ more than one apprentice shall make a request as provided in these standards. Apprentices shall be paid a progressively increasing schedule of wages based on a percentage of the current negotiated journeyman wage rate, as follows:

0- 500 hours	50 percent of journeyman's rate
501-1,000 hours	55 percent of journeyman's rate
1,001-1,500 hours	65 percent of journeyman's rate
1,501-2,000 hours	70 percent of journeyman's rate
2,001-2,500 hours	80 percent of journeyman's rate

Cleaner, pointer, and caulker apprentices shall be trained in the following work processes:

	Approximate hours
a. Cleaning	1,000
(1) Use, care, and maintenance of tools and equipment	
(2) Sandblasting	
(3) Grinding	
(4) Chemical washing	
(5) Etching	
(6) Pressure cleaning	
b. Pointing	250
(1) Mixing mortar	
(2) Tuck pointing and striking joints	
(3) Dry packing	
c. Caulking	1,125

(1) Use, care and maintenance of tools and equipment
(2) Mixing and applying primers
(3) Mixing and applying sealants
(a) Oil base
(b) Butyls
(c) Neoprenes
(d) Acrylics
(e) Polysulfides
(f) Urethanes
(g) Silicones
(4) Masking
(5) Waterproofing

d. Scaffolding and rigging 125
(1) Swinging stages
(2) Single basket

Total 2,500

Each year in which apprentices are selected, notice shall be given the appropriate agency to disseminate this information to the employment service, the local schools, and others involved in affirmative action or equal employment opportunity. Such information shall also be posted at the normal place of application.

This information shall include the period (dates and times) during which application will be received, the place of application, estimated number of apprentices to be selected, and the basic qualifications for apprenticeship in the trade.

To qualify one must be between 17 to 35 years of age and must be physically able to perform all work of the trade. (A physical examination may be requested.) A minimal basic education is required but not an aptitude test.

26. Certification of Completion

At completion of the term of apprenticeship, the committee shall interview and examine each apprentice. If the apprentice has satisfactorily completed all phases of training, the committee will so certify to the sponsoring parties. If an apprentice's progress is not satisfactory, the term of apprenticeship may be extended.

The committee will present each apprentice with a certificate of completion. This certificate shall be approved and

signed by the officers of the committee and is available from the registration agency.

27. Modification of Local Standards

Rapid changes in the masonry industry may require modification or revision of local standards. Such modifications, when adopted, shall be made a matter of record with the registration agency.

Modification or changes in local standards shall not alter conditions of apprenticeship already in force, without the consent of all parties involved.

28. Rules and Policies

The rules and policies of the committee that are currently in existence or that may be adopted from time to time shall have full force and effect under local standards.

29. Safety

Each apprentice shall receive first aid and safety training both in related instruction and on the job.

The local committee will bear full responsibility for insuring that the apprentice is employed and taught within surroundings that meet at least the minimum standards required under the Occupational Safety and Health Act of 1970.

30. Supervision of Apprentices

The contractor shall designate a particular person, who may be the superintendent, supervisor of craft workers, or journeyman, to be responsible for the training of apprentices. This person shall be responsible, with the advice and assistance of the local joint apprenticeship committee, for the apprentices' work experience on the job, for their attendance at related classes, and the recording of this information on forms provided for such purposes.

It shall be the duty of the supervisor of apprentices to see that these record forms are complete in every detail and forwarded to the local joint apprenticeship and training committee each quarter.

The local committee shall keep a master record of the apprentices' work experience and related instruction.

31. Coordinator of Apprenticeship

Where the local program of apprenticeship or the area coverage of the local program is unusually large, the local joint apprenticeship and training committee should consider appointing a person to assist it in the supervision and administration of the local apprenticeship program. This coordinator of apprenticeship shall be responsible to the local joint apprenticeship and training committee and shall assume such duties as may be assigned by the local committee. In effect, the coordinator of apprenticeship acts for and on behalf of the local joint apprenticeship and training committee to assure the effectiveness and success of the local program.

APPENDIX A
MODEL AFFIRMATIVE ACTION PROGRAM

Part I—Preamble

The craft of bricklaying has been traditionally open to all, regardless of religion, race, color, or national origin. As a matter of historical fact—reflected in the varied ethnic and racial backgrounds of bricklayers throughout the Nation—many members of groups once considered to be "minority groups" have found this craft to be an avenue to economic advancement.

In an effort to assure both continued nondiscrimination and equal employment opportunity in all phases of the recruitment, selection, training, employment, and upgrading of apprentices, the Joint Bricklaying Apprenticeship and Training Committee adopts this affirmative action program.

Our experience indicates that underrepresentation of any group within our apprenticeship and training program is primarily due to one or more of the following causes:

1. A historic pattern of choice among group members favoring other occupations.
2. A lack of information concerning the nature of, and the opportunities within, the bricklaying craft.
3. The failures of what may be described a our society's total educational system to equip individuals to meet the basic minimum requirements for apprenticeship.

This affirmative action program is designed to minimize and, hopefully, to eliminate the effects of these causes by:

1. Assuring continued nondiscrimination.
2. Providing a steady flow of information concerning the nature of both our apprenticeship and training program and selection procedures used in connection therewith, so that it will be clear to all minority groups that selection will be based on qualifications alone, without regard to race, color, religion, national origin, or sex.
3. Cooperating with and assisting outreach type efforts designed to recruit, prepare, and motivate minority group members for entrance into apprenticeship.

Part II—Equal Opportunity Pledge

The recruitment, selection, employment, and training of apprentices during their apprenticeship shall be without

descrimination because of race, color, religion, national origin, or sex. The sponsor will take affirmative action to provide equal opportunity in apprenticeship and will operate this apprenticeship program as required under applicable law and lawful regulations issued thereunder.

Part III—Analysis of Minority Participation

Upon receipt from the Secretary of Labor, or a person or agency designated by the Secretary of official Government figures on the numbers and proportion of minorities in our labor market area, the Joint Apprenticeship and Training Committee (JATC) will make a detailed analysis of the employment of minority group workers in the classifications covered by our programs, to determine the level of intensity required in the implementation of the affirmative action procedures outlined in this program in order to achieve program objectives.

Part IV—Affirmative Action Procedures

Information concerning the program

The joint apprenticeship and training committee shall endeavor to:

1. Maintain up-to-date written material to acquaint interested parties or groups with the nature of the work performed by bricklayers, and to explain clearly the qualifications for entrance into the bricklaying apprenticeship program.
2. Distribute such informational material to the appropriate Bureau of Apprenticeship and Training (BAT) or State Apprenticeship Council (SAC) representative to the State employment service, and (to the extent possible) to secondary school counselors, appropriate community groups, and other interested parties, groups, or organizations such as those engaged in an outreach type effort.
3. Make available upon request such films and visual aids as are prepared by national bodies associated with the National Joint Bricklaying Apprenticeship and Training Committee to inform and advise high school students and others of opportunities in bricklaying.
4. Arrange for participation whenever possible by JATC members (or other qualified industry representatives)

when invited to informational programs such as counselor workshops or school "career day" activities.

5. Confer with various school authorities concerning the needs of the industry and how the transition from school to work can best be accomplished.
6. Work with other building trades apprenticeship programs to establish and maintain periodic workshops for school and appropriate employment counselors.
7. Cooperate in efforts with other building trades apprenticeship programs to secure public service time on radio and TV stations with minority community listenership.

Selection operation

1. Notification to the public concerning apprenticeship openings shall be made at least 30 days prior to the earliest date for application to:
   (a) The BAT or SAC representative serving the program
   (b) The State supervisor of the BAT if an SAC State
   (c) The superintendent of schools
   (d) All State employment service offices in the training area
   (e) Appropriate outreach type organizations, such as OUTREACH or LEAP, operated by the area building trades council or responsible and established civil rights groups interested in recruiting, preparing, and motivating minority group members to meet apprenticeship qualifications.
   (f) Media known to have minority group readership or listenership (in the form of a press release)

2. The selection procedure outlined in the local standards shall be uniformly followed by all applicants regardless of race, color, religion, national origin, or sex. All apprentices will receive credit for experience, training, and skills on an equal basis.

Recruiting, preparing, and motivating minority applicants

1. The JATC shall cooperate with other building trades apprenticeship programs and appropriate community groups in efforts to develop and maintain an outreach program for recruiting, and for such preapprenticeship training as minority group individuals may require to enable them to enter the apprenticeship program.

2. Appropriate government agencies and outreach organizations shall be advised to the nature of any tests required under the standards adopted by the JATC to facilitate proper pretest educational efforts.

Internal communication within the industry of the affirmative action program

1. The joint apprenticeship and training committee will inform the local union and participating employer groups of this affirmative action program and of the need to encourage consideration by journeymen and supervisors.

2. The committee shall also disseminate information within the industry to acquaint all involved with the objectives of the program to secure maximum cooperation.

In order to achieve the objectives of this affirmative action program, the joint apprenticeship and training committee shall alter or supplement the program from time to time as experience dictates.

APPENDIX B
RECOMMENDATIONS FOR SELECTION AND ADMISSION OF APPRENTICES

These recommendations have been provided so that local joint apprenticeship committees can be guided in establishing selection and admission procedures. Each local joint apprenticeship committee should review its apprenticeship program and make certain that the sole standard in the selection of apprentices is qualification of the applicant, determined by objective standards which permit review. These qualifications and requirements must be incorporated in the local apprenticeship standards. The material which follows is an elaboration of that particular portion of the standards which deals with the selection and admission of apprentices.

Qualifications for Apprenticeship Applicants

Age—Applicants shall be 17 to 24 years of age. An exception to the age limit shall be made for honorably discharged veterans. Special age consideration for military service shall be based on the applicant's age less the number of years served in the military, and not to exceed 4 years, when not in conflict with State and local laws.

Education—Applicants shall have completed at least 2 years of high school.

Physical fitness—Applicants must be physically fit to perform the work of the trade and will be subject to a medical examination prior to being employed.

Aptitude test—Applicants must provide evidence of a qualifying grade on a validated aptitude test, where such a test is required in the local program.

Selection of Apprentices

The recruitment, selection, employment, and training of apprentices during their apprenticeship shall be without discrimination because of race, color, religion, national origin, or sex. The sponsor will take affirmative action to provide equal opportunity in apprenticeship and will operate this apprentice program as required under applicable law and lawful regulations issued thereunder.

Admission and Selection Procedures

Opening of apprenticeships—The local joint apprenticeship committee will determine the time when the program will receive applications. Some local committees may start apprentices only during the summer, some may start them during a given month, and some may keep the program open to receive applications during the entire year.

Advertising the nature and availability of apprenticeships—There are certain requirements for disseminating information on the availability of local apprenticeships. These requirements can be complied with by giving 30 days' notice prior to the opening date for application to the local schools, employment service offices, community organizations that can effectively reach minority groups, and to the local or regional office of the Bureau of Apprenticeship and Training, U.S. Department of Labor. Such notice can also be published in newspapers that are circulated in the minority community as well as the general areas in which the program sponsor operates. This notice shall contain information on primary requisites for apprentices, sources of apprenticeship applications, the equal opportunity policy of the sponsor, and a time and place where applications are to be received. Where applications are received throughout the year, such information will be disseminated at least twice a year.

Taking applications—Before prospective apprentices file applications, it shall be determined immediately whether or not they meet the primary qualifications as to age education. If they appear to meet these two qualifications, then they will be asked to complete the application form. The applications will be completed under the supervision of some person authorized by the apprenticeship committee.

Instructions to applicants—The applicants shall furnish a transcript of their high school grades to the local joint apprenticeship committee.

Applicants shall be given a copy of the rules and regulations and/or apprenticeship standards, plus other material the committee may consider pertinent.

Applicants shall be explained their obligations to the union during their apprenticeships and after completion.

They shall be schedule for aptitude testing with the State employment service.

Testing applicants—All applicants may be required to pass validated, applicable aptitude tests in accordance with the procedure established by the local joint apprenticeship committee. The local joint apprenticeship committee shall also have the prerogative of establishing additional tests, which all applicants shall be required to pass, provided such tests are job related. Applicants who fail to pass these tests shall be notified that their applications will receive no further consideration.

Completed application—The application will be deemed complete when the transcript of the grades and the results of testing are received by the local joint apprenticeship committee.

If both test results and transcript meet the qualifications established by the local joint apprenticeship committee, the applicant shall be scheduled to appear for an initial interview.

Interview (first part)—This interview, to be conducted by the local joint apprenticeship committee, is for the purpose of exchanging information with applicants and shall not result in their elimination from apprenticeship consideration, except by their own choice. The interviewer shall review the complete application with a prospective apprentice and exchange as much information with the applicant as possible. The interviewer shall also discuss the trade and what is expected of apprentice and journeyman bricklayers.

Interview (second part)—Each member of the committee will complete an "Apprentice Evaluation Form" for each applicant. Scores will be determined on the basis of the following factors: education, work experience, conduct record, references, and oral interview.

After the interviews are completed, the apprentice applicants will be dismissed and told that they will be advised, by letter, of the results.

Determining the final evaluation score—The evaluation scores by each member shall be totaled and averaged to determine the final evaluation score for the purpose of determining the order of selection of qualified applicants.

Placing of apprentices—Qualified applicants shall be eligible for selection and employment as apprentices for a period of 2 years. Selection will be made in descending order of their qualifications (ranking).

It is recommended to the local joint apprenticeship committee that the period for receiving applications not exceed 30 days.

Retention of applicant records—Records of the selection process, including interviews for all applicants, must be retained by the local joint apprenticeship committee for not less than 5 years and in such a manner as to permit identification of minority participants.

Apprentice Evaluation Form

	Points
Education	35
Work Experience	20
Conduct Record	10
References	10
Oral Interview	25
Total	100

U.S. DEPARTMENT OF LABOR • Employment and Training Administration
Bureau of Apprenticeship and Training

APPRENTICESHIP AGREEMENT
BETWEEN
APPRENTICE AND EMPLOYER

CHECK APPROPRIATE BOX

☐ Vietnam-era Veteran ☐ Other Veteran ☐ Nonveteran

PRIVACY ACT STATEMENT

The information requested herein is used for apprenticeship program statistical purposes and may not be otherwise disclosed without the express permission of the undersigned apprentice.

Privacy Act of 1974 P.L. 93-579

The employer and apprentice whose signatures appear below agree to these terms of apprenticeship.

The employer agrees to the nondiscriminatory selection and training of apprentices in accordance with the Equal Opportunity Standards stated in Section 30.3 of Title 29 Code of Federal Regulations, Part 30; and in accordance with the terms and conditions of the *(Name of Apprenticeship Standards)* _____ which are made a part of this agreement.

The apprentice agrees to be diligent and faithful in learning the trade in accordance with this agreement.

This AGREEMENT may be terminated by mutual consent of the parties, citing cause(s), with notification to the Registration Agency.

NAME OF APPRENTICE *(Type or Print)*

SIGNATURE OF APPRENTICE

ADDRESS *(Number, Street, City, State, ZIP Code)*

SIGNATURE OF PARENT OR GUARDIAN

NAME OF EMPLOYER AND ADDRESS *(Company)*

SIGNATURE OF AUTHORIZED COMPANY OFFICIAL

APPROVED BY JOINT APPRENTICESHIP COMMITTEE

SIGNATURE OF CHAIRPERSON OR SECRETARY | DATE

REGISTERED BY *(Name of Registration Agency)*

SIGNATURE OF AUTHORIZED OFFICIAL | DATE *(Mo., Day, Yr.)*

TRAINING DATA

Trade	Apprenticeship Term
Probationary Period	Credit for previous experience
Term remaining	Date apprenticeship begins

TO BE COMPLETED BY THE APPRENTICE

DATE OF BIRTH *(Month, Day, Year)* ➤

SEX *(Check one)* ➤ ☐ Male ☐ Female

RACE/ETHNIC GROUP *(Check one)* ➤
☐ Caucasian/White
☐ Negro/Black
☐ Oriental
☐ American Indian
☐ Spanish American
☐ Information Not Available
☐ Not Elsewhere Classified

HIGHEST EDUCATION LEVEL *(Check one)* ➤
☐ 8th grade or less
☐ 9th grade or more
☐ 12th grade or more

GPO XXX-XXX

ETA 6-71B
Jan. 1976

U.S. DEPARTMENT OF LABOR • Employment and Training Administration
Bureau of Apprenticeship and Training

APPRENTICESHIP AGREEMENT BETWEEN APPRENTICE AND JOINT APPRENTICESHIP COMMITTEE

CHECK APPROPRIATE BOX

☐ Vietnam-era Veteran ☐ Other Veteran ☐ Nonveteran

PRIVACY ACT STATEMENT

The information requested herein is used for apprenticeship program statistical purposes and may not be otherwise disclosed without the express permission of the undersigned apprentice.

Privacy Act of 1974 P.L. 93-579

THIS AGREEMENT, entered into this *(date)* ..... day of ..... 19 .....

between the parties to *(Name of local apprenticeship standards)* .....

.....

represented by the Joint Apprenticeship Committee, hereinafter referred to as the COMMITTEE, and

(Name of Apprentice) ....., born *(Month, Day, Year)* .....

..... hereinafter referred to as the APPRENTICE, and (if a minor) *(Name of parent or guardian)* ..... hereinafter referred to as the GUARDIAN.

WITNESSETH THAT

The Committee agrees to be responsible for the selection, placement, and training of said apprentice in the trade of .....

as work is available, and in consideration said apprentice agrees diligently and faithfully to perform the work of said trade during the period of apprenticeship, in accordance with the regulations of the Committee. The apprenticeship standards referred to herein are hereby incorporated in and made a part of this agreement.

This AGREEMENT may be terminated by mutual consent of the signatory parties, upon proper notification to the registration agency.

SIGNATURE OF APPRENTICE

ADDRESS *(Number, Street, City, State, ZIP Code)*

SIGNATURE OF PARENT OR GUARDIAN

SIGNATURE OF JOINT APPRENTICESHIP COMMITTEE, CHAIRPERSON

SIGNATURE OF JOINT APPRENTICESHIP COMMITTEE, SECRETARY

NAME OF REGISTRATION AGENCY

SIGNATURE AND TITLE OF AUTHORIZED OFFICIAL

DATE *(Month, Day, Year)*

TRAINING DATA

APPRENTICESHIP TERM	PROBATIONARY PERIOD
CREDIT *(By previous trade experience)*	TERM REMAINING

TO BE COMPLETED BY THE APPRENTICE

SEX ► *(Check one)*
☐ Male
☐ Female

RACE/ETHNIC GROUP ► *(Check one)*
☐ Caucasian/White
☐ Negro/Black
☐ Oriental
☐ American Indian
☐ Spanish American
☐ Information Not Available
☐ Not Elsewhere Classified

HIGHEST EDUCATION LEVEL ► *(Check one)*
☐ 8th grade or less
☐ 9th grade or more
☐ 12th grade or more

SPD XXX-XXX

ETA 6-111
Jan. 1976

REGIONAL OFFICES, BUREAU OF APPRENTICESHIP AND TRAINING

Location	States Served	
Region I JFK Federal Bldg., Room 1001 Government Center Boston, Mass. 02203	Connecticut Maine Massachusetts	New Hampshire Rhode Island Vermont
Region II 1515 Broadway, Room 3731 New York, N.Y. 10036	New Jersey New York	Puerto Rico Virgin Islands
Region III P.O. Box 8796 Philadelphia, Pa. 19101	Delaware Maryland Pennsylvania	Virginia West Virginia
Region IV 1371 Peachtree Street, NE., Room 700 Atlanta, Ga. 30309	Alabama Florida Georgia Kentucky	Mississippi North Carolina South Carolina Tennessee
Region V Federal Bldg., Room 1, Fourth Floor 230 South Dearborn Street Chicago, Ill. 60604	Illinois Indiana Michigan	Minnesota Ohio Wisconsin
Region VI 555 Griffin Square Bldg. Griffin and Young Streets, Room 858 Dallas, Tex. 75202	Arkansas Louisiana New Mexico	Oklahoma Texas
Region VII Federal Office Bldg., Room 1100 911 Walnut Street Kansas City, Mo. 64106	Iowa Kansas	Missouri Nebraska
Region VIII New Custom House, Room 476 721-19th Street Denver, Colo. 80294	Colorado Montana North Dakota	South Dakota Utah Wyoming
Region IX 450 Golden Gate Avenue, Room 9008 P.O. Box 36017 San Francisco, Calif. 94102	Arizona California	Hawaii Nevada
Region X Federal Office Bldg., Room 8014 909 First Avenue Seattle, Wash. 98174	Alaska Idaho	Oregon Washington

STATE AND TERRITORIAL APPRENTICESHIP AGENCIES

Apprenticeship Services
Department of Economic Security
P.O. Box 6123
Phoenix, Ariz. 85005

Division of Apprenticeship Standards
Department of Industrial Relations
455 Golden Gate Avenue
P.O. Box 603
San Francisco, Calif. 94102

Colorado Apprenticeship Council
State Centennial Building
1313 Sherman Street, Room 423
Denver, Colo. 80203

Apprentice Training Division
Labor Department
200 Folly Brook Boulevard
Wethersfield, Conn. 06109

Delaware State Apprenticeship and Training Council
Department of Labor and Industrial Relations
618 North Union Street
Wilmington, Del. 19805

District of Columbia Apprenticeship Council
605 G Street, NW
10th Floor
Washington, D.C. 20005

Bureau of Apprenticeship
Florida Department of Commerce
1321 Executive Center Drive
Tallahassee, Fla. 32301

Apprenticeship Division
Department of Labor and Industrial Relations
825 Mililani Street
Honolulu, Hawaii 96813

Apprentice Training Division[1]
Kansas Apprenticeship Council
Department of Labor
401 Topeka Boulevard
Topeka, Kans. 66603

Kentucky State Apprenticeship Council
Capitol Plaza Tower, 12th Floor
Frankfort, Ky. 40601

Division of Apprenticeship
Department of Labor
1001 Land and Natural Resources Building
Baton Rouge, La. 70804

Maine Apprenticeship Council
Department of Labor and Industry
State Office Building
Augusta, Maine 04330

Maryland Apprenticeship and Training Council
Department of Labor and Industry
203 East Baltimore Street, Room 1108
Baltimore, Md. 21202

Division of Apprentice Training
Department of Labor and Industries
State Office Building
Government Center
100 Cambridge Street
Boston, Mass. 02202

Division of Voluntary Apprenticeship
Department of Labor and Industry
Space Center Building, 5th Floor
444 Lafayette Road
St. Paul, Minn. 55101

Montana State Apprenticeship Council
Division of Labor Standards
1331 Helena Avenue
Helena, Mont. 59601

Nevada Apprenticeship Council
Department of Labor
Capitol Complex
Carson City, Nev. 89701

New Hampshire Apprenticeship Council
Department of Labor
1 Pillsbury Street
Concord, N.H. 03301

New Mexico Apprenticeship Council
Labor and Industrial Commission
Suite 212
2340 Menaul NE
Albuquerque, N.Mex. 87101

Bureau of Apprentice Training
Department of Labor
The Campus, Building No. 12
Albany, N.Y. 12226

Division of Apprenticeship Training
Department of Labor
Raleigh, N.C. 27602

Ohio State Apprenticeship Council
Department of Industrial Relations
2323 West Fifth Avenue, Room 250
Columbus, Ohio 43216

Apprenticeship and Training Division
State Office Building, Room 446
1400 SW. Fifth Street
Portland, Oreg. 97201

Pennsylvania Apprenticeship and Training Council
Department of Labor and Industry
Labor and Industry Bldg., Room 1547
Harrisburg, Pa. 17120

Apprenticeship Division
Department of Labor
414 Barbosa Avenue
Hato Rey, P.R. 00917

Rhode Island Apprenticeship Council
Department of Labor
235 Promenade Street
Providence, R.I. 02908

Utah Apprenticeship Council
#28 East 2100 South, Suite 104
Salt Lake City, Utah 84115

Vermont Apprenticeship Council
Department of Industrial Relations
State Office Building
Montpelier, Vt. 05602

Division of Apprenticeship Training
Department of Labor and Industry
P.O. Box 1814
Ninth Street Office Building
Room 334
Richmond, Va. 23214

Director of Apprenticeship and Training
Department of Labor
Christiansted, St. Croix, V.I. 00820

Apprenticeship Division
Department of Labor and Industries
318 East Fourth Avenue
Olympia, Wash. 98504

Division of Apprenticeship and Training
P.O. Box 2209
Madison, Wis. 53701

[1]All agencies, with the exception of Kansas, operate under apprenticeship and/or training laws enacted by the legislature. The agency in Kansas functions under executive order of the Governor.

United States Department of Labor

Bureau of Apprenticeship and Training

Certificate of Registration

Issued in recognition of the above apprenticeship system, registered as part of the National Apprenticeship Program, in accordance with the standards recommended by the

Federal Committee on Apprenticeship

Certificate of Completion of Apprenticeship

United States Department of Labor

Bureau of Apprenticeship and Training

1961 The National Apprenticeship Programs 40th Year 1977

This is to certify that

has completed an apprenticeship in the trade of

under sponsorship of

in accordance with the standards recommended by the Federal Committee on Apprenticeship

Date Completed

Secretary of Labor

Assistant Secretary for Employment and Training

Bureau Administrator

★U. S. GOVERNMENT PRINTING OFFICE : 1977 O - 241-016/12